

ORD-612-79

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Science and Technology

SUBJECT : Recommendation for Quality Step Increase -
[redacted]

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1. It is recommended that [redacted] be granted a Quality Step Increase in recognition of her fine performance of duty during the period of 1 July 1978 to 31 December 1978.

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2. [redacted] GS-06, Secretary-Typing, is assigned to the Support Branch, Management Staff, Office of Research and Development. Mrs. Smith's major duties include:

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- a. Secretary to the Branch Chief and the Training Officer.
- b. Secretary to the Logistics Officer.
- c. Time and Attendance Clerk for ORD.
- d. Receptionist for Support Branch/MS and Planning, Programming & Budgeting Branch/MS.

Additionally, [redacted] maintains and controls a number of lists and programs in support of the Office. These include: CEMLOC, Blood Donors, Medical Evaluations, ORD parking stickers and rosters, and a log on the routing of a large volume of Official Applicant and Official Personnel files.

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3. During the period covered by this memorandum, the Support Branch was reduced from a four person office to two employees. This drastic change was occasioned by the retirement of the Support Branch Chief, and the extended sick leave of the Personnel/Training Officer. [redacted] through a tremendous effort was able to maintain continuity and still keep up with the daily demands of the Support Branch. This extraordinary situation lasted for nearly six weeks until the assignment of a new Branch Chief. During the time it took "to get the new boss up to speed," Mrs. Smith continued to process the Support Branch paperwork, to maintain the essential functions of the Branch, and to devote a great deal of time to easing the learning process for the Branch Chief. Mrs. Smith demonstrated, on a daily basis, a remarkable ability to remain calm under pressure, to give freely of her knowledge of the Office and the "ins" and "outs" of procedural matters necessary to complete the tasks.

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Approved

Recommendation for Quality Step Increase -

[Redacted]

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and to generally show an excellent grasp of the overall requirements of the position and the Branch. The period from 1 August 1978 to 31 December 1978 was a particularly busy time for this office in that several lengthy and very complicated annual reports had to be completed. With [Redacted] aid and considerable skill and knowledge, the reports were completed and submitted properly. It must be noted that during this period, when the Branch was generally in a state of flux, Mrs. Smith never neglected her primary responsibilities but kept up with them while taking on the added duties of the Branch Chief and the P/TO.

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4. The Support Branch is fully staffed at the present time but [Redacted] continues to maintain a fine level of performance. It is recommended, therefore, that [Redacted] be given a Quality Step Increase for amply demonstrating the characteristics of dedication, responsibility, and the ability to apply her knowledge and skills effectively during an extended period of extraordinary heavy workload.

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[Redacted]
Director
of
Research and Development

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CONCUR:

Deputy Director for Science and Technology

Date

APPROVED.

Director of Personnel

Date